

**United States Bankruptcy Court
Eastern District of Missouri**

ELECTRONIC CASE FILING (ECF) SYSTEM

<https://ecf.moeb.uscourts.gov>

Limited Participant Registration Form and User Agreement

This form is to be used by **NON-ATTORNEYS** to register for **LIMITED FILING PRIVILEGES**. Limited Filing Privileges allow the user to file selected documents with the United States Bankruptcy Court for the Eastern District of Missouri via the Internet using the Court's ECF system. To register for LIMITED electronic filing privileges, please complete and return this Limited Participant Registration Form and User Agreement. Each person desiring limited filing privileges must complete and return a separate Limited Participant Registration Form and User Agreement. [**Note:** A limited user will NOT receive e-mail notification of documents filed in the case. An attorney must register for FULL ECF filing privileges, which will include e-mail notifications, by completing a Full Participant Registration Form and User Agreement].

Name (Last, First, Middle): _____

Last four digits of Social Security Number: _____

Firm/Company Name: _____

Firm/Company Address: _____

Firm/Company City, State and Zip Code: _____

Phone Number: _____ FAX Number: _____

E-Mail Address: _____

By submitting this registration form, participant agrees to the following:

1. This ECF system is used to file and view electronic documents, docket sheets, and notices in the U.S. Bankruptcy Court for the Eastern District of Missouri. **NOTE: This is a restricted Web site for official court business only.** Unauthorized entry or use, or any use that attempts to circumvent access controls or the PACER billing processes is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged. Any prohibited activities or usage may result in immediate withdrawal of access privileges, referral for prosecution, and/or permanent suspension of filing and use privileges in this Bankruptcy Court.

2. Pursuant to Federal Rule of Bankruptcy Procedure 9011, every pleading, motion, and other paper (except lists, schedules, statement or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The unique password issued to participant identifies that participant to the Court each time participant logs-on to the ECF system. The use of participant's password constitutes the signature of participant for purposes of Federal Rule Bankruptcy Procedure 9011 on any document or pleading filed electronically using participant's password.
3. Participant must select and activate a new password in the ECF system if an employee or associate of participant who has been authorized to use participant's login and password no longer serves in such a capacity. If participant has any reason to suspect the password has been compromised, it is participant's duty to change the password immediately.
4. Participant agrees to maintain a current postal address to receive notification from the Bankruptcy Noticing Center.
5. As a participant with limited filing privileges, participant will have access to perform the following transactions:
 - a. Proof of Claim
 - b. Creditor's Request for Service/Notice
 - c. Notice of Transfer of Claim
 - d. Reaffirmation Agreements
6. Participant will file documents by using the Court's ECF system. However, to simply view information on a specific case, participant must access the Court's records through the Public Access to Court Electronic Records (PACER) Service Center. Therefore, a PACER login is required in addition to the ECF password issued by the Court. To register for PACER participant must complete the online form or submit a registration form which is available on the PACER website (<http://pacer.psc.uscourts.gov>).
7. Participant agrees to abide by the local rules and procedures of U.S. Bankruptcy Court of the Eastern District of Missouri concerning the use of the ECF system. The Court's rules and procedures can be located on the Court's website at www.moeb.uscourts.gov.

Applicant Name (please print)

Applicant Signature

Date

Please return to: ECF Registration
U.S. Bankruptcy Court
Eastern District of Missouri
111 S. 10th Street, 4th Floor
St. Louis, MO 63102